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DD/S 71-0716

3 MAR 1971

MEMORANDUM FOR: Deputy Director for Support

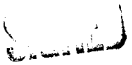
SUBJECT : Summer Intern Program

Jack :

To answer your specific question, the President's memo refers to a formal "1971 Federal Summer Intern Program". A number of agencies participate in that they provide positions and appoint students nominated by the colleges to fill them, etc., but each agency's activity follows a standard format prescribed by and controlled by the Civil Service Commission. We do not participate but it appears that this activity may be here to stay, and sooner or later we may be asked to take a part. To get a "feel" for its content and the way it operates, you might like to scan the attached Civil Service Commission Bulletin which outlines the 1971 program.

Our own Summer Intern Program predates the government-wide activity and, while it has some of the same objectives, is primarily a working program. It is designed to provide A. B. 's and graduate students a worthwhile work experience in intelligence production offices. It started in the summer of 1966 as an outgrowth of the expanding co-op program and was set up initially for NPIC. Several schools which had curricula of interest to NPIC did not have co-op arrangements, and NPIC received authorization to take on three undergraduate Photo Science students from Rochester Institute of Technology. They were selected in the same manner as co-ops, with the summer months to be considered their work period. The number was increased to seven in 1967.

In 1967 certain DDI offices received approval to bring in up to seven graduate students in China Studies. Five actually entered on duty for the summer and the program proved to be a success. In 1968 NPIC/IAS received a continuing authorization for twenty-three Interns (fifteen and eight); and the DDI Area Studies authorization was increased to twenty, with Soviet Middle East and Southeast Asia areas added to China Studies. A total of thirty-two Interns entered on duty in 1968; thirty-four in 1969; thirty in 1970; and the outlook is for around thirty in 1971. We expect that the same offices participating in the past will continue; they include NPIC, IAS, OCI, OBGI, OER, OSR, CRS, and SRS-DDI.


Harry B. Fisher

Att

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DD/Pers/R&P/ (2 March 1971)

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UNCLASSIFIED	CONFIDENTIAL	SECRET					
OFFICIAL ROUTING SLIP							
TO	NAME AND ADDRESS	DATE	INITIALS				
1	The Director	22 FEB 1971	ll				
2	The Executive Director	2/22	h				
3	DDS	24 FEB 1971	hjul				
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<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY				
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Remarks: Please let me know informally what our plans for this summer add up to. <div style="border: 1px solid black; width: 100px; height: 40px; margin: 10px auto;"></div>							
3 - 4: See Note Over.							
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Personnel

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FORM NO. 1-67 **237** Use previous editions

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DD/S Distribution:

Orig - D/Pers w/orig of DD/S 71-0596

1 - DD/S subject w/cy of DD/S 71-0596

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DD/S 71-0596: Memo dtd 19 Feb 71 to Heads of Exec. Depts. & Agencies fm the President, subj: Fed. Gov't summer intern program

71-963

THE WHITE HOUSE
WASHINGTON

February 19, 1971

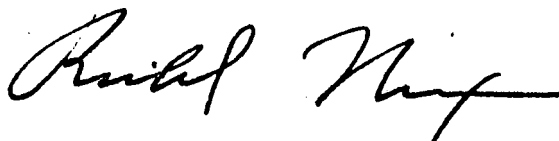
MEMORANDUM TO THE HEADS OF EXECUTIVE
DEPARTMENTS AND AGENCIES

Our experience with the Federal Government's summer intern programs in these past two years -- the 1969 Executive Intern Program and the 1970 Washington Summer Intern Program -- has been most rewarding. We benefited greatly from the direct contributions of the interns, including constructive ideas which could have been born in no other place than the crucible of on-the-spot experience. At the same time, many of the most promising members of the younger generation were given a unique opportunity to become acquainted with the people in government, the functions they perform and the problems they face.

Because the value of these programs has proven to be so great, I am directing expanded efforts in support of the 1971 Federal Summer Intern Program.

I have called for an alliance between the generations. I have asked American youth to respond affirmatively to the challenge and pledged that we will do our best to keep faith with their hopes. An outstanding Federal Summer Intern Program will be another step in fulfilling our part of the bargain.

I ask each of you to assure the full participation of your organization, to help make this summer the most fruitful ever in terms of nurturing better understanding between young Americans and their Government. The Chairman of the Civil Service Commission will provide the necessary leadership for the program, will measure its results, and will report to me next fall.



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Summer Intern Program

FROM: Director of Personnel
 5 E 56 Headquarters

EXTENSION NO.

DATE
3 MAR 1971

TO: (Officer designation, room number, and building)

DATE	
RECEIVED	FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support 7D18 HQS.

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2.

3. Executive Director- Comptroller 7E12 HQS.

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3. You asked about our plans for summer interns in 1971.

4. DD/S

3/8

The outlook is for about 80, the same number we had last year. We expect that 16 will be placed in NPIC and IAS, and 14 in the DDI Area Studies program, to be distributed among OCI, OBGI, OER, OSR, CRS, and SRS-DDI.

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Harry B. Fisher

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71-0716

Executive Order
71-96311

3 MAR 1971

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Harry B. Fisher

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UNITED STATES CIVIL SERVICE COMMISSION

BULLETIN

Washington, D.C. 20415

January 6, 1971

BULLETIN NO. 316-32

SUBJECT: 1971 Federal Summer Intern Program

Heads of Departments and Independent Establishments:

Action date: Report due 1/29/71

1. Purpose. This bulletin provides instructions for implementing the 1971 Federal Summer Intern Program - a program for involving knowledgeable and talented college students in the operations of Federal agencies. By working in carefully selected positions related to their career interests and by participating in seminars, the students will have an excellent opportunity to understand the workings of their Government. The program will also give Federal agencies an opportunity to elicit the thinking of young, enthusiastic employees.
2. Background. During the summer of 1969, departments and agencies appointed seventy-five undergraduate and graduate students under the Executive Intern Program. Students were assigned duties and responsibilities under the supervision of high-level Federal officials. Again in 1970 agencies supported the objectives of the Washington Summer Intern Program. Under this program, all four-year colleges throughout the Nation were invited to nominate students for positions identified by agencies. A total of 262 students were appointed to positions which proved to be rewarding experiences for both students and agencies.

Based upon the favorable result of the 1969 and 1970 programs, plans for the 1971 Federal Summer Intern Program have been developed. Agencies with substantial programs in 1970 have reviewed these plans and have recommended their adoption for the 1971 program.

INQUIRIES: Manpower Sources Division, Bureau of Recruiting and Examining, code 101, extension 25677 or 63-25677

CODE: 316, Temporary and Indefinite Employment

DISTRIBUTION: Limited

BULLETIN EXPIRES: December 31, 1971

CSC BTN. NO. 316- 32 (2)

3. Implementation. Basic features are as follows:

- o Intern positions will be identified prior to contacting colleges for nominations. (One of the weaknesses of the 1970 program was the failure of job assignments to match interns' backgrounds and career interests. Early job identification by agencies will facilitate better job matches.)
- o Positions will usually be in the Metropolitan Washington, D. C. Area. However, each agency will have the option of establishing suitable positions in other parts of the country on a selective basis. (It was the consensus of interns, supervisors, coordinators, and personnel directors that the program should be expanded eventually to selective metropolitan areas in the field.)
- o Interns will be assigned to substantive duties which are mission oriented and related to the administrative, professional, or technical career fields. In headquarters of agencies, special jobs may be set up as assistants to high-level officials if desired.
- o Interns will be undergraduate upperclassmen or graduate students and will be selected from among nominations made by colleges. Criteria for nominations, in addition to matching career fields and interests with specific jobs, will emphasize leadership, interpersonal relationships, and participation in extracurricular activities. Academic achievements will be a factor, but only to the extent that nominees should be in the upper third of their class for undergraduates and upper half of their class for graduate students.
- o Section 316.402(a) of the Civil Service Commission's regulations will be used as the appointing authority. Grade levels will range from GS-4 through GS-11 depending upon qualifications of nominees.
- o The selection of colleges to nominate students for intern positions will be determined by mutual agreement between the employing activity and the Commission from lists of colleges established for this purpose.
- o Contacts with the colleges will be made by the employing activity. Agencies will inform colleges of the program and invite them to nominate students for internships, using Commission guidelines and designed documents to assure uniformity in approach and invitation. (This will eliminate or minimize problems in communication between agency officials and interns, most of which occurred previously during the preemployment selection process. It will also facilitate more immediate feedback with agencies and assure better job matches.)

- o Well in advance of entrance on duty, agencies will provide selectees information concerning jobs, housing, transportation, cost of living, and other pertinent data. A comprehensive orientation will be given each intern when he reports for duty. (Another weakness identified by interns in 1970 was the lack of information concerning duties, location of duty stations, and general living accommodations, as well as insufficient initial orientation.)
 - o A seminar program will be conducted for interns working in the Metropolitan Washington, D. C. Area with three basic modifications of the 1970 program--
 - Seminar subjects will be more closely related to and serve to supplement and expand the intern's job experience.
 - Development of each individual seminar curriculum (topics, speakers, format, etc.) will be done by an interagency group under the direction of the Commission and with administrative control of seminars exercised by the Commission.
 - Scheduling for the seminars will include an opening general session for all interns, small study groups, and combined study groups with key Federal policy makers. (This corrects weaknesses identified in the seminar program conducted in 1970.)
 - o Where intern positions are filled outside of the Washington, D. C. Metropolitan Area, the agencies concerned will develop and conduct orientation and information programs on the operations and missions of Government.
 - o The Commission will provide guidance to agencies to assist in planning and conducting effective in-house training activities for interns. (Expansion of ideas and experiences will help to overcome deficiencies in some 1970 agency programs.)
4. Identifying Intern Positions. To complete the selection process on a timely basis, agencies should identify intern positions now. Although it is not possible to determine the exact nature of next summer's work assignments in all instances, enough information can be developed to assure logical nominations. Minimum information would be the office to which the intern will be assigned, the general kind of work, and the academic background desired. Maximum flexibility should be permitted concerning academic levels of candidates,

CSC BTN. NO. 316- 32 (4)

although in some instances it may be necessary to specify that candidates be either undergraduate upperclassmen or holding specific undergraduate or graduate degrees.

5. Selecting Colleges. To include as many colleges as possible, it would be ideal that each intern be from a different school. Therefore, five different colleges or universities should be tentatively identified in priority order as the source for each position. To the extent practicable, the same school should not be named twice by the same agency regardless of the number of jobs. In choosing schools, the variety of representation should be kept in mind: geographic, size, type (private, State, municipal), curricula, and characteristics of student body. Also, in the naming of State universities, treat each campus as a separate school.
6. Report to the Civil Service Commission. Agency reports covering positions and colleges should be submitted to the Civil Service Commission by January 29, 1971. One consolidated report is requested from each agency. We recognize that this is an extremely short deadline especially for those agencies which have numerous offices, but the deadline must be met to assure timely nominations and selections.

In those cases where the position requires full field investigation, the position and schools should be reported immediately to the Commission's Manpower Sources Division by telephone (101-25677 or 63-25677). The reporting of these positions need not wait for the consolidated agency report. Positions reported early should, however, be included in the consolidated report with a brief explanation of action taken. Special handling of these cases is necessary in order to permit enough time to complete the investigation.

The agency report should list each position as follows:

- Position Title
- Place of Assignment (office and geographic location)
- Academic Major (s) desired
- Acceptable Academic Levels (Junior, Senior, Bachelors, Masters, Doctorate)
- Five Colleges (in order of priority) and location of each

The report should also include the name, address and telephone number of the program coordinator.

Reports should be submitted to:

Chief, Manpower Sources Division, Room 6504
Bureau of Recruiting and Examining
U. S. Civil Service Commission
1900 E Street, NW.
Washington, D. C. 20415

Negative reports are requested.

7. Coordination of College Selections. Upon receipt of reports we will review positions and schools, negotiate with the coordinators informally and agree on the identification of the schools which will be contacted to obtain nominees for each position. Agencies will be provided information by February 5, 1971. We will forward along with the notification the following:
 - a sample letter to colleges requesting nominations,
 - guidelines and instructions to be used by the college in making nominations,
 - forms for nominating purposes, and
 - a copy of a letter to college presidents and chancellors announcing the program.
8. Requesting Nominations. A policy level announcement of the program will be sent to presidents and chancellors of colleges and universities. Agencies will send letters to college placement directors. Agencies are required to contact all colleges identified with each position. Most schools, especially large universities, have communications and coordination problems common to large organizations. Nominations will require time. Therefore, the package of material should be sent by no later than February 12, 1971. This gives schools four weeks to solicit applications and prepare nominations by March 12, 1971.
9. Reporting Selections. By April 2, selections should be completed and tentative commitments made pending results of reference checks and investigations. By April 7, the names of selectees, their current mailing address and their nominating colleges should be sent to Chief, Manpower Sources Division, Bureau of Recruiting and Examining.

CSC BTN. NO. 316- 32 (6)

10. Implementation Schedule. Enclosed, as an attachment, for easy reference, is a schedule which should be followed in the implementation of plans for the 1971 Federal Summer Intern Program.

Nicholas J. Oganovic

Nicholas J. Oganovic
Executive Director

Attachment

Attachment to Bulletin 316-32

SCHEDULE

January 29, 1971	Agencies report positions and choice of colleges to the Civil Service Commission.
February 1, 1971	Policy level announcement of the program to presidents and chancellors of colleges and universities.
February 5, 1971	The Civil Service Commission provides nomination instructions to participating agencies after ensuring maximum representation of colleges.
February 8-12, 1971	Agencies request nominations from colleges.
March 12, 1971	Nominations from colleges due to agencies.
April 2, 1971	Tentative selections completed.
April 7, 1971	Selections reported to the Civil Service Commission.

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